



TOWN OF GRAFTON
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MINUTES
SCHOOL COMMITTEE

October 13, 2015

Grafton Municipal Center-Conference Room F
7:00 p.m.

Members Present: Daryl Rynning, Chairman
Laura Often, Vice Chair
Peter Carlson, Member
Maureen Cohen, Member

Member Absent: Teri Turgeon, Secretary

Student Representative: Hannah Kelley

Also Present: Dr. James Cummings, Superintendent of Schools
Tracey Calo, Assistant Superintendent
Daniel Gale, Finance Director

Call to Order – Open Session

- a. Chairperson's Update: Mrs. Rynning welcomed students from North Street Elementary School; Madison Otis, Madison Meyer, Abrielle DuBois, and Haley Arndt and who were present to discuss their project, a Buddy Bench, created for a Bully Free Zone at North Street School. Also present, their advisor, Jen Leonard. The students formed an anti bully club. They began meeting and created the buddy bench idea. The students presented the idea to teachers and the community. After hard work, the Buddy Bench was installed. The student's hope the bench will make kids feel better if they feel they are being bullied. If someone is sitting on the bench, the hope is that another student would sit with them and be their "buddy". Mrs. Often thanked the students for coming and she was familiar with the buddy bench. Mrs. Often hoped they would speak to the classes and present the idea. Looking forward to hearing how it goes. Mrs. Rynning, very impressed, these students saw a problem and worked together to solve it. Mrs. Rynning presented each student with a certificate of appreciation.

1. Educational Reports

- a. Coordinated Program Review Overview – Civil Rights and ELE: Tracey Calo and Kristen Gasper were present to give an overview on Civil Rights and English Language Education (ELE). Ms. Calo stated the district did particularly well; the findings in most categories were implemented or partially implemented. Two areas

of protected categories needing review; gender identity and homelessness. They will include these two protected categories in their student handbooks. The High School and Middle School Report Cards were not translated into the primary language of the parent. Ms. Calo will work with the data coordinator to create an addendum indicating translations are available upon request. Regarding bullying intervention and prevention, this related to employee handbook, missing sections for faculty and staff; these will be included in handbook and disseminated to staff. Ms. Calo reviewed the Civil Rights compliance area's and responses needed moving forward. For Special Education there was a finding for self assessment, Ms. Calo would be developing a model, share with principals and SAC's to determine perceptions and move forward. Mr. Carlson thanked Mrs. Calo for addressing these items, specifically the language translation piece. Mr. Carlson stated his concern that this could still be too restrictive. Ms. Calo if that happened would review more intensely. Mr. Carlson also asked if the student handbook was amended, should the committee prepare to enhance its policies. Mrs. Rynning felt the Institutional Self Evaluation from the State was broad. Ms. Calo said they wanted constituents to be sure they were meeting civil rights policies within their curriculums. Ms. Gasper discussed the English Language Education (ELE) program review; most areas were fully implemented or partially implemented. One exception was EL17. Ms. Gasper worked with ESL teachers to identify and implement protocols within the buildings. In response to this need, an additional staff member was hired. In response to Parental Notification, although they were physically meeting with parents, the state would like paperwork to go home as well. They will do both moving forward. Regarding the ELE17 Program, they needed to be sure this was evaluated yearly. They will create a protocol for this. Ms. Calo outlined the next steps; a corrective action plan was submitted to the state and they will work with the state to be sure they are fulfilling the plan. Moving forward they will have a 3 year mid cycle review, similar to Special Education. Mr. Carlson asked if they were doing one on one instruction or group. Ms. Gasper said it depended on the situation and school. Mrs. Cohen asked if they received a model for evaluation, they did. Dr. Cummings thanked Ms. Calo and Ms. Gasper along with their staff for the work they had done.

2. General Business

- a. School Committee Goals: Mrs. Rynning read the 2014-2015 goals noting which areas still needed attention. The committee would review these further and delineate the goals in an upcoming workshop. After this workshop they would bring the goals back for a formal vote.
- b. Collaborative Report-Southern Worcester County Educational Collaborative (SWCEC). Dr. Cummings is required to give quarterly updates for SWCEC; the SWCEC Report was given to the committee. The first meeting with the directors was scheduled for the end of the week. Dr. Cummings had a draft of the Assabet Valley goals for the upcoming year. Both collaborative were doing well; year to year enrollment can change regularly, but overall they were doing well financially in terms of looking ahead for the entire year.
- c. Subcommittee Assignments 2015-2016, without a full membership present, Mrs. Rynning suggested tabling this item Mr. Carlson asked if waiting affected any

meetings prior to the next meeting. The What If Committee was meeting regularly and the School Committee had yet to assign a member. Dr. Cummings stated he'd been unable to attend due to meeting conflicts, but had been given updates on behalf of the School Committee.

- d. MASC Delegate and Alternate: A motion was made by Mrs. Cohen to appoint Mr. Carlson as the MASC delegate and Mrs. Often as the alternate member. Motion seconded by Mr. Carlson. Motion passed 4-0 School Committee 1-0 Student representative.

3. School Committee Member Reports

- a. Mr. Carlson stated the CIPC was scheduled to meet October 14th at 7:00 p.m. They would reorganize and discuss their process moving forward. Capital requests should start coming in.
- b. Community Reading Day, Mrs. Often would be attending.

4. Superintendent's Report

- a. District Update - Dr. Cummings and Mr. Gale met with Fin Com last week to review the budget calendar and warrant article 2. Through the leadership of Ms. Calo, the district created and hosted a substitute training day. Approximately 40 people participated, it was a positive event. MCAS results went out last week; they would be reviewed on Oct 27th. Ms. Calo will share the findings during curriculum update. Ms. Often asked what was reviewed in the training. The group reviewed teaching and learning, classroom management, following lesson plans, standards information, professionalism as well as reviewing policies and protocols. They received great comments/feedback; most wished it had started years ago. It was very Informative and helpful. K-12 worked in teams and that too was well received.

- b. Upcoming Activities: A list of events was available for the committee to review.

5. Future Agenda Planning:

- a. 2015-2016 Meeting Schedules: A motion was made by Mr. Carlson to adopt the new meeting schedule, changing its regular meeting night from Monday to Tuesdays starting on Tuesday Oct 13, 2015. Motion seconded by Mrs. Often. Motion carried 4-0 School Committee, 1-0 Student Representative.
- b. Mr. Carlson would have a CIPC update at next meeting.
- c. Mrs. Rynning would send out a meeting date for workshop.

6. Financial Report

- a. A motion was made by Mr. Carlson that the School Committee approve Warrant #16, dated October 15, 2015 in the amount of \$501,629.63. Motion seconded by Mrs. Often. Motion Carried. 4-0 School Committee Members and 1 School Representative.
- b. Financial Update: Mr. Gale gave a Financial Presentation/Update. There was a Foundation Budget Review Commission made up of 21 members with one member of MASBO. Meetings had been held regarding school budgets and the foundation formula. A preliminary report was given and they have been granted an extension to November 30th to work on more review and analysis. The committee was formed

with a charge to review the way foundation budgets are calculated, make recommendations; the foundation budget was set up in 1993 when they tried to calculate budgets for school districts based on per pupil amounts. Mr. Gale reviewed the preliminary report released on June 30, 2015. He outlined the 3 major findings and the commission's recommendations. The 3 findings were; spending on employee health insurance, higher rate of special education placements and districts spending more on special tuition for out of district placement. Mr. Carlson asked if there was any consideration on keeping the circuit breaker at a fixed percentage. Mr. Gale felt the law stated 75% and the legislature has to fund it, they just don't get there every year, typically it's been between 70 and 75%. Mr. Gale would see if there was any discussion on this. Mr. Gale said the report and recommendation will go to the state legislature. A final report will go to legislature in November. Mr. Gale reviewed the next steps and components needed to move forward. He would return after Nov 30th and review the report. After this, the districts will need to start talking to its legislators and send letters of support of raising state aid. Mr. Carlson felt this was a good starting point.

7. Policy: Section I

- a. Mrs. Often noted that this was a first pass through. A motion was made by Mr. Carlson to adopt Policy BEA Regular Meetings as a first reading. Motion seconded by Mrs. Rynning. Motion passed 4-0 School Committee and 1-0 Student Representative. Mrs. Cohen asked if it should be more general such as 2nd and 4th weeks or twice a month. Did it need to be specific to the day? This could be reviewed before the second reading. IC/ICA: The Recommendation was to hold this until after teacher contracts. A motion was made by Mr. Carlson that the School Committee vote to pass as reviewed, the following policies: ID-1, School Day, IE School District Organization, IHBG Alternative Education Home Instruction Policy, IHBR Special Education Policies and Procedures Motion seconded by Mrs. Often. Motion passed 4-0 School Committee 1-0 School Representative. IGA Curriculum Development, it was cleaned up and defined a bit more. Mrs. Often asked if there was a curriculum planning counsel, there was not. Ms. Calo said this had been prior to her coming on board; what they had in its place now was full committees/representation on all grade levels to make these decisions. Mrs. Cohen asked what the process was after decisions were made. Ms. Calo stated she was either part of the committee or worked with the facilitator of that committee. In terms of recommendations, this is done through updates to the School Committee on a regular basis. Policy IGA Curriculum Development, IGA-R Curriculum Planning Council Guidelines and IGD Curriculum Adoption would be reviewed by Ms. Calo and Mrs. Cohen and brought back at a later date. IHAMB Family Life/Sex Education, Mrs. Often asked if copies were still being distributed to principals. This was definitely in the handbook on the high school level. Dr. Cummings would check the distribution list. Ms. Often would follow up on this policy. Policy IHBA Inclusive Schooling was discussed; Mrs. Often outlined what had been deleted, making the wording simpler. A motion was made by Mr. Carlson to accept Policy IHBA as a first reading. Motion seconded by Mrs. Often. Motion carried 4-0 School Committee 1-0 School Representative.

IHB Special Instructional Programs and Accommodations, Mrs. Often reviewed the recommended changes, noting Mr. Lundwall had reviewed this as well and recommended sending this to SPEPAC for comments. This will be sent to them before action is taken. IHBB Gifted and Talented Education, Mrs. Often outlined minor changes. A motion was made by Mr. Carlson to accept IHBB as a first reading. Motion seconded by Mrs. Often. Motion carried 4-0 School Committee 1-0 Student Representative.

8. Correspondence – Mr. Carlson noted an invitation to the National Honor Society Induction on October 22nd. Mrs. Rynning, Mr. Carlson and Mrs. Often hoped to attend.
9. At 8:45 p.m. a motion was made by Mr. Carlson to adjourn. Motion seconded by Mrs. Often. Motion Carried 4-0 School Committee and 1-0 School Representation.

Respectfully submitted



Cindy Ide
Recording Secretary